

4 STRATEGIES FOR REMOTE WORKING

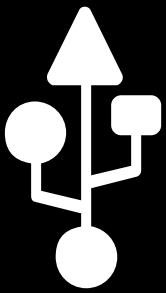
Are you prepared if your office closes and employees need to telework? Here are four strategies your business should consider implementing for remote working.

INTERNET ACCESS



Employees may not have adequate online access at home or elsewhere. Some may need mobile hot spots or reliable home internet access. When it comes to bandwidth, consider the types of business-critical applications, especially web and video conferencing, your staff may need.

VIRTUAL PRIVATE NETWORK (VPN)



VPNs provide secure remote access to business assets and online services. This application sits on the computer or mobile device and creates an encrypted network connection that makes it safe for employees to access IT resources within the organization.

REMOTE WORK DEVICES



What devices do your employees need? Each business is different, but likely a smartphone and computer or tablet, plus any internet access hardware, like a wireless router. Your staff can use their own devices, which is a security risk, or a company can provide them. Keep in mind, hardware may be limited due to demand.

COMMUNICATIONS/COLLABORATION TOOLS



Remote work relies heavily on digital communications and collaboration tools such as team chat, unified communications/instant messaging solutions, as well as e-mail, phone, and web conferencing/meeting tools. Teams may also require access to documents, files, reports, spreadsheets, rich media, etc.